



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CSS-06-153 (DH) (MPP)

JOB TITLE: Community Supervision Officer, GS-101-11

AREA OF CONSIDERATION: Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 10/3/2006

CLOSING DATE: 10/10/2006 Applications must be received by 5:00 p.m. EDT

PROMOTION POTENTIAL: GS-12

STARTING SALARY: GS-11, \$54,272 pa

Community Supervision Officer, GS-101-11(One position), Court Services and Offender Supervision Agency (CSOSA), Community Supervision Services, Washington, DC.

This position is covered under Law Enforcement retirement.

MAXIMUM ENTRY AGE: Because this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement. **APPLICANTS MUST PROVIDE DATE OF BIRTH TO RECEIVE CONSIDERATION.**

DUTIES: The incumbent supervises persons placed on probation and parole in the community through direct counseling, coordination of supportive services, monitoring of re-arrests, etc., in accordance with case classification standards. Visits correctional institutions, hospitals, clinics, service providers and community agencies, etc., as well as attends judicial cases and formal court hearings pertaining to offenders under incumbent's supervision. Based on independent evaluation of circumstances, produces written reports and makes oral presentations to provide information; makes recommendations to Judges or the United States Parole Commission non-compliant action of assigned cases.

QUALIFICATIONS:

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-09 level to be eligible for the GS-11 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of closing date of this announcement.

APPLICANTS MUST PROVIDE A COPY OF THEIR OFFICIAL TRANSCRIPT TO RECEIVE CONSIDERATION.

BASIC QUALIFICATION: CSOSA requires that all applicants possess a four-year degree in criminal justice, sociology, social work or a related field.

For the GS-11 level, applicants must have one year of specialized experience equivalent to the GS-9 level. **Specialized experience** is experience in the supervision of offenders and monitoring their activities and their compliance with the terms and conditions set forth by the releasing authority. Such experience includes organizing and facilitating workshops and support group meetings for offenders, investigating offenders' criminal and social background including, but not limited to, criminal history, social, health, educational, employment, and family to assess offenders' needs and level of risk for community supervision. Specialized experience includes monitoring the activities of the offender, and managing cases which includes conducting investigations, preparing reports, attending hearings and making court appearances. Specialized experience includes collaborating with members of the community to implement various strategies that focus on decreasing the rate of recidivism of offenders.

SPECIAL NOTES:

- Applicants must possess a valid driver's license.
- Access to a Privately-Owned Vehicle (POV) is desirable but not mandatory.
- Incumbent will be required to successfully complete a seven week formal training program.

EVALUATION METHODS: If you possess the basic qualifications for the Community Supervision Officer (CSO) position, you will be required to complete a computer-based writing assessment. The writing assessment will test your skills in the areas of grammar, punctuation, spelling, sentence and paragraph construction, and presentation of ideas. Your performance on the computer-based writing assessment will be evaluated to determine if you are among the best qualified. Best qualified candidates will be required to attend a structured interview. The structured interview will assess Decision Making, Influencing/Negotiating, Interpersonal Skills, Planning and Evaluation, Oral Communication, and Self-Management to further distinguish among top applicants for this position.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the

USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Applicants must submit a copy of their OFFICIAL college transcript by the closing date of the vacancy announcement.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans must submit their DD-214 and all supporting documents as proof of their Veteran Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dot Hawkins on (202) 220-5637 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.